

## Employment Opportunity

### Administrative Assistant

\$ 34,593 to \$51,890 per year plus benefits

**Application Process:** Applications will be accepted until October 1, 2010 or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

**Job Summary:** Under general supervision, performs administrative, clerical, organizational and office support duties for one or more senior management staff and/or administrative/professional staff.

**Essential Functions** -- *This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:*

- Provides assistance and information to the SANBAG Board of Directors.
- Oversees administrative workflow; organizes and coordinates work and performs routine administrative duties according to job assignment.
- Enters correspondence in the agency database.
- Performs technical and administrative support functions for assigned programs and projects requiring understanding of department operations, procedures and terminology.
- Prepares agendas and minutes of staff level SANBAG committees and regional committees; mails agendas and support material to various committee members and working groups.
- Provides assistance as needed preparing agendas and taking minutes for SANBAG policy committees
- Takes notes during meetings and prepares minutes for SANBAG policy committees and other meetings.
- Prepares correspondence, reports, and technical documents from instructions and supplementary notes, including confidential materials.
- Manages special assignments, requiring knowledge of SANBAG policies and procedures.
- Maintains department files; collects and compiles operational information; develops and creates a variety of technical and statistical reports.
- Coordinates and prioritizes office activities in order to meet critical deadlines.
- Coordinates meeting calendars and schedules; coordinates and arranges meetings and books staff travel.
- Processes invoices, purchase orders and requests for payments.
- Tracks department issues and communicates operational information.
- Receives and routes telephone calls and mail, and performs clerical duties as necessary.
- Responds to requests for information and resolves problems within the scope of authority; explains rules, regulations, policies, and procedures.
- Assists the public by referring to information sources, and by issuing and explaining how to

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complete standard forms; answers requests for factual information by consulting various available sources; responds independently to inquiries when appropriate.

- Screens reports for completeness and accuracy.
- Sets up equipment for presentations.
- Performs other related duties as required.

**Travel:** Employees are required to possess a valid California driver's license and proof of automobile liability insurance since occasional travel throughout the County and the Southern California region may be required.

### **Minimum Qualifications**

#### **Education, Training and Experience Guidelines**

High School diploma or GED equivalent AND three years of administrative, word processing, and clerical experience; public sector administrative support experience desired; OR an equivalent combination of education, training and experience. Associate's Degree or equivalent is preferred.

#### **Knowledge of:**

- Applicable policies, procedures and regulations covering specific areas of assignment.
- Principles and practices of office administration and SANBAG administration policies.
- Professional standards for business correspondence, writing, spelling and grammar.
- Principles of record keeping and records management, including California Public Records Act and the Meyers-Milias-Brown Act.
- Technical procedures for archiving, indexing and retrieving public documents.
- Procedures for handling confidential material.
- Customer service standards and protocols.
- Business and personal computers, and standard software applications.

#### **Skill in:**

- Working independently and as a team member, maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities.
- Reviewing and maintaining complex and extensive records, compiling technical information, and maintaining official records.
- Completing work assignments in assigned timelines.
- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Performing word processing at a corrected rate of 55 WPM.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with other employees.
- Communicating effectively verbally and in writing.

**Work Environment:** Work is performed in a standard office environment.

#### **Forward Application to:**

San Bernardino Associated Governments  
Attn: Terri Miyamoto  
1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

**“An equal opportunity employer.”**